

PRE-MEETING AGENDA

**Casper City Council
City Hall, Council Meeting Room
Tuesday, October 4, 2022, 5:30 p.m.**



Please silence cell phones during the City Council meeting

	Presentation	Beginning Time	Allotted
1.	Lifejacket Program Update	5:30	10 min
2.	LWCF Grant – Washington Park	5:40	5 min
3.	Monthly Financial Reports	5:45	5 min
4.	Agenda Review	5:50	5 min
	Approximate Ending Time		5:55

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September 29, 2022

MEMO TO: J. Carter Napier, City Manager *JCN*
FROM: Jacob Black, Fire Chief
SUBJECT: Life Jacket Enforcement Discussion

Meeting Type & Date

Council pre-meeting
October 4, 2022

Action Type

Information only


Recommendation

N/A

Summary

Casper Fire-EMS has prepared information for the Council on the Life Jacket Program history and Fire Department involvement. The information will include the history of the program, involvement in the program, Fire Department statistics, and enforcement ability. The Fire and Police have no ability to enforce the wearing of life jackets on our waterways.

September 28, 2022

MEMO TO: J. Carter Napier, City Manager 

FROM: Zulima Lopez, Parks, Recreation, & Public Facilities Director

SUBJECT: Submission of a Land and Water Conservation Fund Grant Application for Washington Park Improvements

Meeting Type & Date

Council Pre-Meeting
October 4, 2022

Action type

Information

Recommendation

That Council consider the submission of a Land and Water Conservation Fund grant application to the Wyoming Department of State Parks and Cultural Resources for improvements at Washington Park.

Summary

The Wyoming Department of State Parks and Cultural Resources has nearly \$2.3M available in fiscal year 2023 for the acquisition, development, and renovation of public parks and outdoor recreation lands and facilities. These dollars are being distributed as competitive Land and Water Conservation Fund (LWCF) grants for municipalities, counties, school districts, and recreation districts. Highlights of the program include:

- The federal portion of the grant amounts typically range from \$10,000 - \$250,000. The upper threshold may be exceeded with approval from the program director. Significantly higher grants have been awarded to municipal projects in the past.
- The LWCF is a matching grant program based upon a 50% reimbursement of the total cost of the project. Match funds can be cash, in-kind, or non-federal grants.
- The project must be reviewed by potential stakeholders and there must be a public input process. Stakeholder and public input must be documented and considered in project planning.
- A successful grant applicant must agree to dedicate the park or area where the project is located for use by the public for perpetuity (6(f) LWCF designation) and agree to develop, operate, and maintain the development to acceptable National Park Service (NPS) standards for public outdoor recreation.
- Applications are due November 30, 2022 and require a resolution of the governing body authorizing the application, demonstrating funding, and confirming the 6(f) LWCF designation.

City staff recommends that the LWCF grant be submitted for necessary improvements at Washington Park. Washington Park is not only the City's most central park, it is also one of the most beloved, due to its size and diversity of recreation amenities. However, much of the existing infrastructure needs major renovation or replacement, and expanded and/or new amenities should be added to improve the current recreation experience for park goers and to attract new users. Considering the criteria and scoring of LWCF grants, staff believes that a project to enhance Washington Park has the best chance of award.

Though the final project components and phasing for the project and subsequent grant(s) will be contingent upon the public engagement process and the funding potentially made available, the proposed goals of a Washington Park Improvements Project could include:

- Add/improve parking
- Reconstruct existing tennis courts and/or consider adding additional courts
- Reconstruct a building to support Washington Pool and/or add other aquatic amenities
- Renovate the Washington baseball field lighting, backstop, fencing, and batting cages
- Install ADA accessible restrooms
- Install inclusive playgrounds and related infrastructure
- Expand trails through or along the park
- Renovate the existing bandshell for concerts and other park events
- Provide storage for parks equipment and current user group equipment storage
- Create safe and accessible space for food truck vendors

If City Council approves of the LWCF grant application, a resolution to approve the grant application will be prepared for formal consideration at a regular meeting of the City Council.

Financial Considerations

There is no application submittal cost. The final amount of the grant request will be determined as staff works through the public input process and other grant requirements. Match funding for the grant will come from one cent funding, non-federal grants, cash donations, and public and private in-kind services.



Oversight/Project Responsibility

Zulima Lopez, Parks, Recreation, & Public Facilities Director

Attachments

None

September 29, 2022

MEMO TO: J. Carter Napier, City Manager 
FROM: Jill Johnson, Financial Services Director 
SUBJECT: City of Casper Monthly Financial Information

Meeting Type & Date

Council Pre-Meeting
October 4, 2022

Action type

Information Only

Summary

The City of Casper migrated their financial system from GEMS to Munis in 2019 due to end of life issues. Since that time, the accounting team has been working on understanding how the system works, ensuring data is being accurately reported, and developing reporting tools so the data can be reported out to the citizens of Casper, the City Council, department leadership, and anyone who is interested in the financial health of the City. We are excited to share with you a set of reports which have been developed for this purpose.

The City has 34 funds, all of which have a balance sheet, a statement of revenue and expenditures, and a budget. These reports have been designed to have several different views: a citywide view, a fund view and a department view (for the General Fund). Also, as the City has shifted to a cash on hand rule for spending funds, we also display cash at the citywide level and at the fund level. A graphical representation of different data points is also available to provide an alternate view of the same information.

Starting with July 2022 (period 1 of FY23), finance will be closing the month by the 15th of the following month; the first set will be available August 20th for the month of July. After the reports are available, any adjustments or corrections will then happen in the following month so the information provided will not change.

Every year at year end, finance is required to perform year-end adjustments for 60 days after the last day of the fiscal year. Because of this, the year-end reports will not be available until the end of October. The October year-end reports could still have some auditor adjustments however we believe most of the adjustments will have been completed by then. The final year-end figures will be provided in the audited reports provided by our auditors in December.

Financial Considerations

These reports give City Council and department heads the ability to manage their budgets and ask questions regarding the status of the accounts they are in charge of. Managing the City's finances is a joint task for us all and gives policy makers information to make good decisions.

Oversight/Project Responsibility

Jill Johnson, Financial Services Director

Nicholas Gassman, Accounting Supervisor

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